



# Opera 3 Payroll & HR solution



# Opera 3 Payroll & HR from Pegasus

**Award-winning Opera 3 Payroll & HR from Pegasus has HMRC PAYE Recognition and is full of automated procedures to take the strain out of processing your payroll and help you comply with complex tax, pension and employment legislation.**

Apart from handling all your day-to-day tasks, Opera 3 Payroll caters fully for auto enrolment of pensions and goes even further, offering salary sacrifice and integration with pension providers such as NEST and NOW: Pensions, ensuring all your requirements are covered. In addition, by harnessing web and e-mail technology, it helps reduce your costs and administrative burden.



## Routine tasks simplified

Processing multi-company, multi-frequency payrolls, and manually processing statutory requirements can be time-consuming and laden with complicated legislation.

Opera 3 Payroll will help you save time and reduce errors in day-to-day processing. It'll simplify procedures such as establishing an employee's statutory maternity pay entitlement, multiple pension schemes with variable percentage and fixed amounts, or retrospectively changing a National Insurance code with the employer or employee adjustment calculated immediately.

Statutory record-keeping and reporting is made simple with automated P32 Processing. You can record payments and funding, consolidate P32 information from multiple companies, print and edit information. You can also produce detailed or summarised P11 reports with period and tax year ranges and re-print payslips with up to 999 periods retention capabilities.

You can define your own Views and interrogate and drill down on current or historical payment and deduction values for any range of employees in just one process, with up to six levels of analysis and full criteria filtering. Opera 3 Payroll & HR also allows full graphical representation of information and provides the ability to export to MS Excel® and Word®.

## It's scalable

Opera 3 Payroll & HR is ideal for companies of widely varying sizes, from fewer than 10 employees right through to over 25,000 employees, it's that powerful. Its multi-company capability, coupled with unbeatable speed of processing, means that it's equally at home in a payroll bureau.

Opera 3 Payroll & HR is available as a stand-alone system, or it can be integrated with the complete Opera 3 solution which encompasses financial and supply chain management, CRM, business intelligence and document management, to deliver unbeatable inter-departmental integration and knowledge-sharing across the entire business.

## It's customisable

We understand that every business is different so we have designed Opera 3 Payroll & HR to be customisable to meet your requirements. Forms can be changed, conditions added to fields and menu structures modified. This means that you can benefit from a payroll solution that can be tailored to meet your exact requirements and realise a greater return on investment.



# All the functionality you need

## Submit Real Time Information

From employee creation to payment processing and Real Time Information (RTI) submissions, Opera 3 Payroll & HR is the solution you can rely on for worry-free processing compliant with all the latest legislative changes. It caters for the submission of Real Time Information to HMRC, including the Full Payment Submission (FPS) required for each pay period. The FPS file is created as part of the payroll process and contains information on Tax, National Insurance and other payments and deductions from an employee, as well as new starter and leaver information. All RTI submission files adhere to HMRC specifications.

An important RTI requirement is to ensure employee data is accurate. Opera 3 Payroll & HR has data content validation and built-in integrity checks that will help minimise the potential for incorrect information.

All of which means that Opera 3 Payroll & HR will offer you the peace of mind that comes from knowing you have all the functionality you're likely to need, in a user-friendly format.

## Everything you need for auto enrolment of pensions

Opera 3 Payroll offers auto enrolment functionality as standard, automating many of the processes involved and making it easier for you to fulfil your auto enrolment obligations.

The Calculation function in Opera 3 Payroll will assess employees for auto enrolment based on age and earnings and will determine whether they are an eligible jobholder, a non-eligible jobholder or an entitled worker. Various auto enrolment tasks, such as automatically enrolling employees and assigning them to a pension scheme, or postponing employees, can be performed on either an individual or a global basis.

Further key functionality includes the ability to record the employer's staging date and the earnings thresholds that determine whether an employee should be automatically enrolled. Opera 3 Payroll can also record the various statutory settings required for auto enrolment as defined by The Pensions Regulator, and caters fully for cyclical automatic re-enrolment.

Employers can record various types of employee information, such as auto enrolment category (eligible jobholder, non-eligible jobholder etc), auto enrolment status (auto enrolled, opted out etc) and various dates, such as the date the employee was auto enrolled.

Opera 3 Payroll also provides all the reporting tools and reports you'll need to fulfil your auto enrolment duties, including record-keeping. Reports automatically include details related to auto enrolment.

## Integration with pension providers

Two popular pension providers with employers when implementing auto enrolment are NEST (National Employment Savings Trust) and NOW: Pensions. Both are large providers who offer qualifying pension schemes, and NEST in particular has been set up with a public service obligation to accept any employer who wishes to use it for auto enrolment.

If you decide to use NEST or NOW: Pensions, Opera 3 Payroll offers the option of integration with those pension providers. This integration allows you to easily create employee information and contribution files ready to submit to the pension provider. For integration with other pension providers, the Pegasus Solutions Marketplace offers a wide range of add-on solutions.



# And much more besides

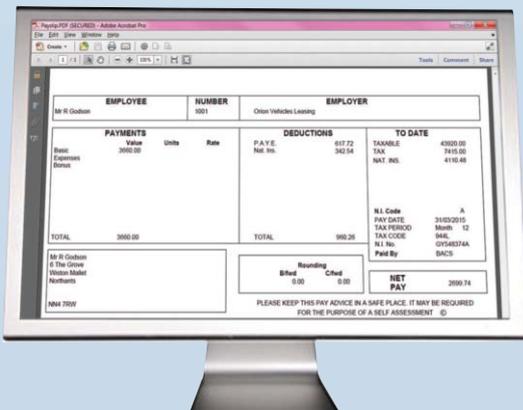
## E-mail payslips and P60s

The cost of printing and posting payslips and the admin time involved can be a considerable overhead for every business regardless of size, and especially those that run different payroll frequencies. For larger companies such overheads are increased due to larger numbers of employees, but proportionally the cost is also high for smaller companies, who have to allocate more limited resources to the task.

Opera 3 Payroll offers the option to e-mail payslips and P60s to employees. It's a feature that comes as standard with the solution and can make paper payslips and P60s a thing of the past. You'll no longer need to procure the relevant stationery, dedicate admin time or incur postage costs; at the click of a button, payslips and P60s can be delivered to the employee's inbox as a password-protected PDF document.

E-mailing payslips to employees doesn't just make the payroll run more efficient and cost-effective for your business; it has benefits for employees too. Employees can save and access all their payslips and P60s electronically, and print or re-print them at the click of a button whenever required.

Of course, if paper payslips and P60s serve your company better, you can continue to produce them. Or you can use a combination of the two, with e-mail payslips for some employees and printed payslips for others.



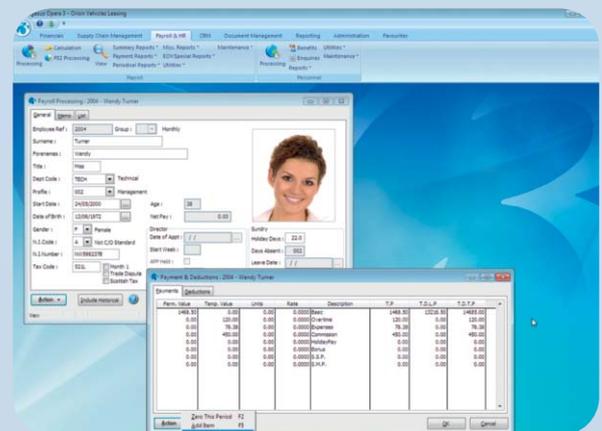
SEND PAYSLEIPS BY E-MAIL

## Salary sacrifice

Auto enrolment of pensions is placing a new financial burden on employers who did not previously offer pension schemes. Salary sacrifice is an optional scheme that can help offset some of those costs, and can therefore be financially beneficial for both employers and employees.

When an employer implements salary sacrifice, employees are asked to exchange part of their salary with non-cash benefits which can include pension contributions, childcare vouchers, cycle schemes, travel and others. When an employee's remuneration changes from cash, for which tax and NI contributions are due, to non-cash benefits, which are wholly or partially exempt from tax and NI contributions, the amount of tax and NI the employer deducts and pays to HMRC against the employee's remuneration package is reduced.

To help employers who wish to implement salary sacrifice, Opera 3 Payroll includes salary sacrifice functionality as standard. This functionality caters for both pension and non-pension benefits. Salary sacrifice information is printed on the payslip. Pension salary sacrifice values are included in pension contribution reports and pension contribution files, and shown on the Employee History form.



PAYROLL PROCESSING: PAYMENTS & DEDUCTIONS

## Personnel

Part of Opera 3 Payroll & HR, Personnel helps you manage all employee-related processes covering recruitment, retention, training, disciplinary actions, absenteeism, job changes and salary updates.

- Records variable working patterns assigned to employees
- Records details of absenteeism including reasons (sickness, holidays, maternity leave and compassionate leave)
- Absenteeism is held in days, hours and minutes with drilldown facility
- Diary options include printing whole year, current month or specific transactions with drilldown facility
- Audit Log helps track all changes

## Reporting

Opera 3 Payroll & HR contains an extensive range of standard reports. In addition, Pegasus XRL provides the ability to design in-depth custom reports and analysis by linking Opera 3 with Microsoft Excel.

- Departmental reporting
- Payslip, cheque and BACS list generation
- End-of-Year reports
- In-Year reports
- P11 Deductions Working Sheet
- P32 employer's Payment Record, with payment and funding recording and multi-company consolidation
- This Period and To Date summaries
- Comprehensive statutory payments, Attachment Orders and pension contribution reports

## Pegasus P11D Organiser: complete expense and benefit management

Manually transferring information from one application to another, or onto a paper form, will inevitably result in mistakes. That's why Opera 3 Payroll & HR integrates with P11D Organiser, providing a management and reporting tool for benefits and expenses.

P11D Organiser isn't just a 'form-filler'. It's been designed to assist in the management and collation of P11D, P9D and P46 car information throughout the year and not simply at the crucial year-end. It produces HMRC-approved forms for submission, with capabilities for online filing.

- Customisable benefits and expenses can be associated to an individual or group of individuals
- Dispensation legislation is built in
- Extensive employer, employee, fleet, periodic and Benefits and Expenses reporting
- Form e-mailing facilities
- User-friendly import Wizards
- Year-end and benefit alignment tools



# Pegasus Web Xchange



Pegasus Web Xchange provides a secure and easy way to access Opera 3 data on the go, any time, anywhere and on a number of devices.

## Payroll Self Service via Pegasus Web Xchange

Using Pegasus Web Xchange, the Payroll Self Service application integrates with Opera 3 Payroll to offer employees remote access to their payslips and P60s, personal data, pension information, absence details and holiday entitlement. This access can be Read Only, or permissions can be given so that employees can update some of their own information such as their personal details, photograph, contacts, education records and bank account information.

By empowering employees in this way, you are reducing admin time and saving time and money on printing, posting and re-printing payslips and P60s.

Payroll Self Service is quick and easy to use and employees don't need to be users of Opera 3 to access their data. Moreover, the integrity of your data remains secure, as all changes are subject to approval by the manager.

### Key features:

- Employees have secure electronic access to their payslips and P60s at any time.
- Payslips and P60s can be made available online or printed.
- HMRC-approved eP60 report.
- Employees have better visibility of their pension information
- Batch creation of users for rapid deployment.
- Automatic generation and distribution of user passwords upon initial setup. Passwords can easily be reset later.
- Employee permissions can be set to No Access, Read Only or Read/Write.
- Subject to permissions, employees can remotely access and amend personal details, photograph, contacts and education records. They can also access their pension information, bank account information, holiday entitlement and absence details.
- Authorisation routine allows a manager to approve pending updated employee details.
- Integration with Notification Services alerts a manager to pending requests.
- Full Audit Log of changes requested from Payroll Self Service.
- The website administrator can send an e-mail to single or multiple recipients, schedule an e-mail to be sent at a given date and time, and re-send all or failed e-mails.



## Timesheets via Pegasus Web Xchange

Integrating with Opera 3 Payroll & HR, Timesheets allows employees to enter and review their timesheets from any location that has internet access, using their device of choice. Office-based staff can equally use this simple and highly accessible timesheet recording system to manage their time and activities efficiently.

With a timesheet entry facility that's integral to Opera 3, there's no more need for the payroll team to import numerous timesheets in spreadsheet format every time they perform a payroll run.

For added flexibility, any employee can be defined as "No Payroll Update", which means that they can enter timesheets but these will not be transferred to Opera 3 Payroll. This is useful if the employee is salaried and does not get paid based on hours worked.

### Key features:

- Employees don't need to be users of Opera 3 to use the Timesheets service
- Timesheets can be pre-populated with the employee's usual activities
- Create Projects and Tasks against which time can be posted
- Non-project time, such as holidays, can also be posted
- Time can be posted against overtime and unsociable hours in order for the correct payments to be calculated
- Handles timesheets for subcontractors that are not paid via the payroll
- Timesheet managers can approve or reject timesheets
- Rejected timesheets can be amended by the employee and re-submitted

## Opera 3 Payroll & HR highlights

- HMRC PAYE Recognition.
- Submit Real Time Information (RTI) to HMRC.
- Fully automated calculation of SSP, SMP, SPP, ShPP and SAP, with complex legislation built in.
- Directors' NI with actual start date precision.
- NI adjustments.
- Accommodates retrospective NI changes
- Handles Apprentice and Young Person's employer's NI
- Advanced pension processing, including qualifying auto enrolment pension schemes, stakeholder and group personal pension schemes with full reporting.
- Task Scheduler in Opera 3 allows you to schedule data back-ups and other routine tasks to run outside business hours to minimise disruption.
- P32 processing, consolidation and payment recording.
- Fully automated Attachment Order processing and reporting.
- Holiday Pay Accruals and Holiday Pay Averaging.
- Global payment and deduction changes based on values or percentages.
- Automatic management of Student Loan repayments for both Plan 1 and Plan 2
- View historical leavers at the touch of a button, with access to history and payslip regeneration.
- Detailed History and Payslip images can be retained for up to 999 periods.
- Employment allowance.
- Starter and leaver processing.
- Payroll Groups for different pay periods, such as weekly or monthly. These can be password-protected.
- User access may be set at Company level, and Payroll Groups and processing functions can be restricted.
- Individual group or multi-group consolidation and analysis by cost centre and department.
- Weekly, fortnightly, four-weekly and monthly paid employees can be maintained all on one company
- Fully automated Audit Log tracks all key changes by date, user and process for the entire payroll year.
- Scottish Rate of Income Tax
- Available on-premise and on Pegasus Business Cloud®
- Can be used stand-alone or integrated with Opera 3.



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Watch our video case studies at  
[www.pegasus.co.uk/videos](http://www.pegasus.co.uk/videos)

## Integration with Document Management

Opera 3 Payroll & HR integrates with Document Management for a smarter way of managing employee documentation. You can capture employee documents such as P45s, driving licences, CVs and job application forms and store them electronically for instant access, saving time, filing space, paper, and the environment.

## Integration with financial management

When you use Opera 3, your financial management, supply chain management and payroll can all link together to deliver a wide range of benefits to numerous people and departments, bringing together your entire operation.

What's more, for companies in the manufacturing and construction sectors, Pegasus provides specialist solutions that integrate seamlessly with Opera 3.

## Pegasus Instant Messenger

As an added benefit, with Pegasus Instant Messenger (PIM) you can reduce the time spent responding to day-to-day queries by employees. PIM can be set up so that staff are automatically notified of Personnel information such as remaining holiday entitlement and sick days, resulting in reducing the number of ad hoc queries.

## Stationery to fit

Pegasus Business Forms provides a wide range of payroll stationery guaranteed to fit Opera 3 Payroll & HR, such as payslips, data mailer pay advices and P60s. Visit [www.pegasusbusinessforms.co.uk](http://www.pegasusbusinessforms.co.uk).





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